

TRAVEL ORDER

Payment of travel allowances is authorized pursuant to 10 U.S.C. § 847 and 28 U.S.C. § 1821. You should travel from _____ in sufficient time to arrive at _____ on the date and at the time specified. You will be paid fees and expenses for attendance at the specified hearing and travel directly to and from that place. You may travel by ☐ rail, ☐ commercial or military aircraft, ☐ bus, or ☐ privately owned automobile.

You ☐ have ☐ have not been given a "Government Transportation Request" to exchange for commercial tickets. No mileage will be paid for any transportation provided by the Government in kind or by Government Transportation Request. If a Government Transportation Request is not given to you and you travel by commercial carrier at personal expense, reimbursement for your cost of transportation will be limited to:

- a. The least costly regularly scheduled air service between the points involved; or
- b. The cost of the rail fare and a lower berth, or the lowest first-class rail accommodation available at the time reservations were made; or
- c. Actual cost of commercial bus fare.

If you travel by private automobile, you will be reimbursed at the rate of (*twenty cents \$.20*) _____ a mile, plus the cost of necessary parking fees, bridge, ferry, and other highway tolls incurred while traveling under this travel order. The total reimbursement will be limited to the cost of travel by the usual mode of common carrier, including per diem. Receipts and ticket stubs will be required to support your claim for cost of transportation and subsistence for each item in excess of (*\$15.00*) _____.

☐ You will be traveling to a high-cost area.

The travel regulations designate certain cities as high cost areas. Because your attendance requires travel to one of these cities, you will be authorized an actual expense allowance instead of a per diem allowance. You will be reimbursed for the actual expenses incurred, not to exceed the maximum amount prescribed for the city involved. The expenses may include lodgings; meals, tips to waiters, bellboys, maids, porters; personal laundry, pressing and dry-cleaning; local transportation (*including usual tips*) between places of lodging and duty; and other necessary expenses. You must itemize your daily actual expenses on your claim and receipts for lodging and any items over (*\$15.00*) _____ are required.

☐ You will not be traveling to a high-cost area.

Because you are not traveling to a high-cost area, you will be entitled to a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and attending the specified hearing within the continental United States, you will be authorized a per diem equal to the daily average you pay for lodging, plus (*\$23.00*) _____ per day for meals and incidentals, rounded off to the next dollar. If the resulting amount is more than the maximum per diem allowable, which is (*\$50.00*) _____, then you will be reimbursed only the maximum per diem authorized. You are required to state on your reimbursement claim that the per diem claimed is based on the average cost to you for lodging while on required travel within the continental United States during the period covered by the claim. Receipts are required for lodging. The per diem allowance for travel overseas is based on rates set by the Department of State or by the Department of Defense, and you will be reimbursed the amount specified for the particular overseas area involved.

You are entitled to an attendance fee of (*\$30.00*) _____ per day under 28 U.S.C. § 1821.

Address any inquiries regarding the matter to: _____

This is travel order number _____, dated _____,
issued by (*headquarters*) _____.
TDN. Accounting Citation _____.

FOR THE COMMANDER

Typed Name of Approving Official

Typed Name of Authenticating Official

Signature of Approving Official

Signature of Authenticating Official